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**From:** Ottinger, Elizabeth [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EA382AEB957496A9130124D9CF44C7C-EOTTINGE]  
**Sent:** 2/26/2014 1:55:27 PM  
**To:** Joe Ditty [jditty@msank.org]  
**CC:** Linda French Esquire [linda.french@hatchmott.com]; Copeland, Stephen [Copeland.Stephen@epa.gov]  
**Subject:** RE: 2013 Annual Report and Monitoring Data - New Kensington

Were they changed because you recently revised your local limits? If we accepted the limits prior to the spreadsheet being sent to you, that is the reason for the change. If there is an error, it can certainly be changed if necessary. Let me know.

Liz

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**From:** Joe Ditty [mailto:jditty@msank.org]  
**Sent:** Friday, February 21, 2014 10:19 AM  
**To:** Ottinger, Elizabeth  
**Cc:** Linda French Esquire  
**Subject:** RE: 2013 Annual Report and Monitoring Data - New Kensington

Liz:

I reviewed the spreadsheet for influent, effluent, and sludge monitoring data and found that the goals for the influent and effluent data are different from last year. Let me know if these can be changed.

Joe

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**From:** Ottinger, Elizabeth [mailto:Ottinger.Elizabeth@epa.gov]  
**Sent:** Monday, January 27, 2014 10:56 AM  
**To:** Joe Ditty  
**Cc:** Linda French  
**Subject:** 2013 Annual Report and Monitoring Data - New Kensington

Attached is an electronic copy of the annual report guidance for calendar year 2013. Note that paper copies of the guidance will not be mailed, but if you would like a paper copy of the guidance, or if you cannot read this electronic copy for some reason, please let me know. As in previous years, while the annual report guidance has not changed significantly, any changes from the 2012 report guidance are highlighted in **bold**.

Also attached is the spreadsheet for reporting influent, effluent, and sludge monitoring data that has been tailored for your facility, along with instructions for its use. For 2013 we have not made any changes to the spreadsheet, so this spreadsheet should be the same as the one that I sent you for the 2012 reporting year. If you believe that any of the goals or other information on the spreadsheet are not correct, please let me know.

As noted in the instructions, the spreadsheet has a separate worksheet for reporting the influent, effluent, and sludge monitoring data. Each worksheet lists the pollutants to be reported for your system along with the pollutant goals and required monitoring frequency for each monitoring point. Note that there may be pollutants that have a listed monitoring frequency of "0". For these pollutants, no monitoring is required, although if data is available for toxic pollutants that are listed in the spreadsheet it should be reported. To use the spreadsheet, the data for each monitoring point should be entered in the appropriate worksheet and the spreadsheet either e-mailed back to me or saved to a CD and submitted with the paper copy of the annual report. As discussed in the spreadsheet instructions, when entering data reported by your lab as non-detectable, please enter the data as "<" the detection level (e.g., <0.001) and not as "ND" or some other non-numeric indicator. Please note that at this time a paper copy of the data must also be printed and submitted to EPA with the paper copy of the annual report, and the priority pollutant scans will need to be included with the paper copy of the report as well. Use of this spreadsheet is voluntary, but would be greatly appreciated.

Please call or email me with any questions regarding the spreadsheet, or if you have any suggestions on improving the spreadsheet. Thank you for your assistance.

Liz

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